

September 1, 2011

Dear Parents/Guardians,

I would like to take the opportunity to introduce myself, my name is Melissa Hanlon and this is my eighth year at Lincoln Elementary. I am extremely excited about starting the school year and I hope my new students are as well!

I would like to let you know a little bit about who I am. I graduated from St. Norbert College in De Pere, WI, with an Elementary and Middle School Teaching Degree. I have a minor in broad field Social Studies. I also recently completed my master’s degree in education with an emphasis in Educational Technology from Marian College in Fond du Lac. In the winter of 2011, I became a Smart board certified trainer.

Though teaching is a true passion of mine, my daughter, Ellie (4 ½ years) and Luke (2 ½ years) have “moved to the front of the class”. They keep my husband, Neil and I very busy, but we love it. Besides playing with my children, I enjoy reading and traveling to new and interesting places.

To make sure your child has the best year possible, it’s important that we are able to contact one another. Please feel free to contact me with any questions, comments or concerns regarding this school year and your child. I will be using you child’s assignment notebook as my main form of communication with you. Let me know if you have an email address that you check frequently or a daytime phone number where you can be reached.

If you need to contact me please call Lincoln Elementary (673-2100) and leave a voicemail message if I’m not available. You may also contact me vial email. My email address is [hanlon@hartofrdjt1.k12.wi.us](mailto:hanlon@hartofrdjt1.k12.wi.us).

I look forward to meeting you and helping your child grow and develop their skills.

Sincerely,

Melissa Hanlon

5th Grade Classroom Teacher

Lincoln Elementary

**Homework Policy**  
Students will be given homework on a regular basis. Homework is expected to be turned in the following day that it is assigned. Students will fill out their assignment notebook each afternoon before going home. The assignments that are due on the following day will be highlighted. I ask that parents take an active role in their child’s education by checking the assignment notebook each night and ensuring that work is complete. If you child has not completed their homework, please do not sign their notebook. They will stay in for recess when their assignment notebook is not signed. Student will be given one free day every week that will allow them not to have their notebook signed.   
  
I expect all students to complete their homework on time. If homework is not completed, your child will stay in for recess (either lunch and/or afternoon) to complete their work. Students will not necessarily be penalized for late work, but rather will be reward for completing their homework on time. This reward will come in the form of practicing their skills and increasing their learning through the completion of assignments. It will also come in the form of tangible rewards at times.   
  
Please also note that student will be give a separate homework grade the end of each quarter aside from the achievement grade. It is critical for students to complete their work on time.

**Reading Policy**  
Students are expected to read each and every weeknight for a of 20 minutes. This requirement will increase throughout the year on a monthly basis. Each student will receive a reading calendar inside his or her assignment notebook. Parents should place their initials in the appropriate day’s box and write the number of minutes that were read. Reading calendars will be checked daily. Please only sign your child’s calendar if they indeed have read. If students do not have a parent signature for the previous evening, they will be required to stay in at recess and read. I understand that circumstances arise that might not allow a student to complete his/her reading. Because of this, each student will be given three free days a month with a consequence.

Please complete this form about your child and send it back to school. This will help me get to know your child. Thank you!

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_You can call me at anytime at this number. \_\_\_\_\_Please contact at this number only in emergencies

Evening Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child is good at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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My child is enjoys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Academically, this year I would like to see my child work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Socially, I would like to see my child work: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions/Concerns: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Helper

\_\_\_No, I will not be able to be a parent helper.

\_\_\_Yes, I will be a parent helper

Days of the week and times that work best for you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_